

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

5001 Southgate Drive, P.O. Box 36800

Billings, Montana 59107-6800

<http://www.mt.blm.gov/>

In Reply To:
5400(923)P

April 7, 2005

EMAIL TRANSMISSION – 04/08/05

Instruction Memorandum No. MT-2005-032

Expires: 9/30/06

To: Field Managers

From: Deputy State Director, Division of Resources

Subject: Joint Forest Service/Bureau of Land Management Personal Use Firewood Permits

DD: 04/11/2005

This instruction memorandum only pertains to the joint Forest Service (FS)/Bureau of Land Management (BLM) personal use firewood permits (Form FS-2400-1/BLM-5450-24) titled Forest Products Removal Permit and Cash Receipt.

This permit authorizes a person to remove personal use firewood from Forest Service or BLM-administrated lands. These permits can be purchased by the public from a Forest Service office located in Region 1 or from the following BLM field offices (FO) located in Montana: Missoula FO, Butte FO, Dillon FO, and Lewistown FO. The use of this permit is restricted to personal use of firewood and only valid in the listed BLM office administrative areas.

The Forest Service is currently working with the Office of Management and Budget on extending the expiration date of this form. This process may take 90-120 days to complete. In the interim, in order to comply with the Paperwork Reduction Act, the Forest Service has issued guidance to their offices on the continued use of this permit (Attachments 1 and 2).

In order to continue to serve our public and not confuse them, the BLM will use a similar approach to completing the joint FS/BLM personal use firewood paper permits that were supplied to your office from the Forest Service. This will provide consistency for the public whether they obtain the permit from the Forest Service or the BLM.

Under the permit section titled "Permittee's Name and Complete Address:" enter the BLM Issuing Office information for Name, Address, City, State, and Zip Code, (i.e., Butte Field Office, 106 N. Parkmont, Butte, MT 59701). Under the section titled "Vehicle(s) Information," leave that section blank.

Do not collect or record the Permittee's information on this permit in these sections until further notice.

Complete the rest of the form as you would normally do by filling in the dates, payment method, and the quantity and values of firewood sold on this permit.

The Permittee will still need to sign and date the permit in the “Signatures” section of the permit. This signature acknowledges acceptance of the terms and conditions as required in the permit. They will also need to document when they remove product in the “Product Quantity Removal Record” section.

This action does not preclude normal law enforcement operations such as checking the permits. If violations are found, proof of identification of the persons(s) involved can be required at that time.

If you have any questions on completing and issuing the joint FS/BLM personal use firewood permit, please contact Bill Hensley at (406) 896-5042.

Signed by: Randy D. Heuscher for Howard A. Lemm

Authenticated by: Merry Prestridge (MT923)

2 Attachments

- 1-Forest Service Memo to Forest and Grasslands Supervisors (1 pp)
- 2-Forest Service Instructions (9 pp)

Distribution

SOMT-1

Asst. FM Havre-1

Asst. FM Glasgow-1



United States
Department of
Agriculture

Forest
Service

Region One

200 East Broadway
P.O. Box 7669
Missoula, MT 59807

File Code: 2450

Date: March 28, 2005

Route To: (5300), (6500)

Subject: Expiring OMB Information Collection for Forest Products Permits and Contract

To: Forest and Grasslands Supervisors

Please reference Washington Office letter 2450, 5300, 6500, dated March 21, 2005. Region 1 will follow the direction in this letter and we are instructing Region 1 Forests and Grasslands to not collect personal information from applicants when issuing a FS-2400-1 or FS-2400-8 permit. This includes the hard copy permit for Personal Use Firewood as well. Also, if your Unit uses vendors to sell these permits, they too, are not authorized to collect any customer information after March 31, 2005, until further notice. However, all other requirements in the vendor agreement will be followed.

The signature of the individual purchasing the permit is still required since it is an acknowledgement of accepting the terms of the permit and is not an item covered under the information collection.

In addition, Units are also instructed to discontinue using the FS-2400-4 contract after March 31, 2005. Any sales currently advertised utilizing the FS-2400-4 contract form that cannot be awarded by March 31, 2005 must be withdrawn and re-advertised on a different contract form. The FS-2400-3 contract should be used in lieu of the FS-2400-4 contract.

Instructions for completing the FS-2400-1 and FS-2400-8 in TIM, as well as hard copy are attached. Please follow these procedures carefully to ensure that only one generic customer is created in the database for your Unit. This effort is crucial to help eliminate problems when INFRA/TIM moves into a single database, scheduled later this spring. Please note that this is a nation-wide effort for consistency purposes.

Enclosed are some basic Talking Points for your Unit to use.

If you have any questions, please contact Tom Maffei (406-329-3145) or Stacie DeWolf (406-329-3146).

/s/ Gary A. Dickerson (for)
BRUCE L. FOX
Director of Forest and Rangeland

Enclosures
cc: pdl r1 timber management officers, pdl r1 res



Caring for the Land and Serving People

Printed on Recycled Paper



Attachment 1-1

Timber Information Manager
Instructions for Implementation of Generic Customer Entry
and Permit Issuance

The Forest TIM Coordinator will enter one generic customer in TIM in the Customer Information screen (PER0040) prior to March 31, 2005. The Generic Customer information must be used beginning April 1, 2005 on **ALL** 2400-1 and 2400-8 permits until further notice.

The same generic customer information must be used on all hard copy permits as well. Also, if your forest utilizes vendors, they are not authorized to collect any customer information after 3/31/2005. They must also use the generic information.

Do not collect Customer Name, Phone Numbers or Vehicle information.

Instructions follow below:

Entry of generic customer instructions:

Last Name: **CUSTOMER**

First Name: **R1 KOOTENAI** (example only)

Identification Number: Enter **Forest** phone number, i.e. 970-999-999

ID Type: enter Telephone Number

Primary address: Enter **Forest** address, **Forest** City, **Forest** State, & **Forest** Postal Code.

Infra - [Customer Information(PER0040)] Version: 6.3.0 User: OPS\$SDEWOLF@IDB Domain: r1.fs.fed.us

Action Field Edit Block Record Query Permits Manual permits Window Help

Back

Explore <No explorers defined>

Customers

Customers

Customer Name
CUSTOMER,R1 KOOTENAI

*Last Name
CUSTOMER

First Name
R1 KOOTENAI

Middle Name

*Identification No.
406-293-6211

*ID Type
Telephone Number

State
MT

ID Exp Date

Comments

Comment

Comment Date

Addresses

P

*Type
P

*Canadian Address
No

Line 1
1101 U.S. Highway 2 West

Line 2

Line 3

*City
Libby

*State
MT

*Postal Code
59923

Home Phone Number

Area Code

Phone Number

Extension

Work Phone Number

Area Code

Phone Number

Extension

Vehicles

Year

Make

Model

Color

License Plate

State

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1

Issuing Permit Instructions:

When issuing a permit, query in the FIRST NAME (second block) by typing in R1 and press Execute. The Generic Customer for your forest will appear.

The image displays two screenshots of the 'Infra - [Issue Permit(PER0010)]' application, Version 6.3.0, User: OPS\$SDEWOLF@IDB, Domain: r1.fs.fed.us.

Top Screenshot: The 'Execute' button is highlighted with a red box. The 'First Name' field is also highlighted with a red box, showing the text 'R1'.

Bottom Screenshot: The 'First Name' field is highlighted with a red box, showing the text 'R1'. The 'Last Name' field is highlighted with a red box, showing the text 'CUSTOMER'. The 'Identification No.' field is highlighted with a red box, showing the text '406-293-6211'. The 'ID Type' field is highlighted with a red box, showing the text 'Telephone Number'. The 'State' field is highlighted with a red box, showing the text 'MT'. The 'Exp Date' field is highlighted with a red box, showing the text '59923'. The 'Comments' section is highlighted with a red box, showing the text 'Comment Date'. The 'Addresses' section is highlighted with a red box, showing the text 'Line 1 1101 U.S. Highway 2 West', 'Line 2', 'Line 3', 'City Libby', 'State MT', and 'Postal Code 59923'. The 'Home Phone Number' and 'Work Phone Number' sections are highlighted with a red box, showing the text 'Area Code', 'Phone Number', and 'Extension'. The 'Vehicles' section is highlighted with a red box, showing the text 'Year', 'Make', 'Model', 'Color', 'License Plate', and 'State'.

[illegible]

2400-1 (PER0201)

File View Help

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FS-2400-1
BUM-5450-24

FOREST PRODUCTS REMOVAL PERMIT and CASH RECEIPT
(Auth: 16 USC 472a, 551; 30 USC 601, 602; 43 USC 1201; 16 CFR 223; & 43 CFR 5420)
U.S. DEPARTMENT OF AGRICULTURE - FOREST SERVICE
U.S. DEPARTMENT OF THE INTERIOR - BUREAU OF LAND MANAGEMENT

OMB No. 0596-0085
Expires 03/31/2005

FS Region/BLM State: Test Region#7		FS National Forest/BLM District: R01 Test Forest		FS Ranger District/BLM Field Office: R01 Tst Dist 01	
Permittee's Name and Complete Address:			Permit No.	Preparation Date	Payment Method
Name: R1 KOOTENAI CUSTOMER			4801	03/28/2005	CASH
Address: 1101 U.S. Highway 2 West			Effective Date	Termination Date	Load Ticket Numbers
			03/28/2005	03/31/2005	Thru
City/State: Libby, MT			Product Plan		Thru
Zip Code: 59923			86 TEST PRODUCT PLAN FOR FIREWOOD AND TERMS AND CONDITI		
Permittee Identification		Type	Public Land Type		County
406-293-6211		Telephone Number			Missoula County, MT
Vehicle(s) Information			Associated Charges		Permit Area Description:
Year:	Year:	Fund	Amount		Here and there
Make:	Make:				
Model:	Model:				
Color:	Color:				
License:	License:				
State:	State:				
Remarks:					

PRODUCT DESIGNATION							
Product	Species	Unit of Measure (UOM)	Quantity Sold	Rate Per Products (UOM)	UOM Assoc. Charges	Total Cost of Products	Total Cost of Assoc. Charges
Fuelwood	Softwood - Other	Cords	2.00	\$5.00	\$ 0.00	\$10.00	
Total Cost of Permit:						\$10.00	

PRODUCT QUANTITY REMOVAL RECORD											
Date	Time	Quantity	Date	Time	Quantity	Date	Time	Quantity	Date	Time	Quantity

For BLM land only. Permittee certifies they are 21 years of age or older and, if purchasing timber, are a United States citizen.

- The signature of the person on the permit is still required since it is an acknowledgement of accepting the terms of the permit and is not an item covered under the information collection.

This is how your COR will look if you have both an individual permit and a group of 60 permits batched together (vendors):

PRP0310: Previewer

File View Help

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COR No : 505

OPS\$SDEWOLF

Collection Officer's Register

Final Report

Page 1 of 1

3/28/2005

Recording Officer: DEWOLF, STACIE

Region: 07 Test Region#7

Forest: 31 R01 Test Forest

District: 01 R01 Tst Dist 01

Product Plan: 86

Issue No.	Purchaser	Pmt Method	Status	Amount
004800	CUSTOMER, R1 KOOTENAI	CASH	Final COR	\$ 300.00
004801	CUSTOMER, R1 KOOTENAI	CASH	Final COR	\$ 10.00
Total:				\$ 310.00
Grand Total:				\$ 310.00

Amount Received:

Collection Officer

Unit Collection Officer

Date Remittance Received

Remarks:

Example of the TSA file and Bill using the generic customer information.

BID207: Previewer

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Caution! This is not an actual file!
Changes may have been made between the time you see the file and time you generate one.

```

P073101*VIEW*7001I      65432025200112330063032805033105R1 KOOTENAI CUSTOMER
P073101*VIEW*7002IFW    0702CD+00060000003000000000167000006000
P073101*VIEW*7003I      898102+00300000
P073101*VIEW*7006ITC01100
P073101*VIEW*7001I      65432025200112330063032805033105R1 KOOTENAI CUSTOMER
P073101*VIEW*7002IFW    0702CD+0000200000100000000167000006000
P073101*VIEW*7003I      898102+00010000
P073101*VIEW*7006ITC01100
        
```

PTR0190: Previewer

File View Help

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USDA FOREST SERVICE BILL FOR COLLECTION		1. BILL DATE: 03/28/2005	PAGE 1 of 1
ENCLOSE A COPY OF THIS BILL WITH YOUR CHECK OR MONEY ORDER. DO NOT SEND CASH. PLEASE INCLUDE BILL NO. AND PAYER CODE NO. ON YOUR CHECK. MAKE YOUR CHECK PAYABLE TO: USDA FOREST SERVICE		MAIL PAYMENT TO:	
		USDA FOREST SERVICE P.O. BOX 394183 LOS ANGELES, CA 90189-4183	
TO: STACIE DEWOLF R01 Tst Dist 01 12345 Happy Face Lane Route 66 Missoula, MT 59802		PAYER INDICATE AMOUNT ENCLOSED: \$ _____	
		2. NET AMOUNT DUE:	\$10.00
		3. DUE DATE:	04/12/2005
		4. BILL NUMBER:	TM073101F0006
		5. PAYER CODE:	FS COLLECT
6. AGREEMENT NO:	CONTRACT NO: 073101900254	7. DESCRIPTION: TEST PRODUCT PLAN FOR FIREWOOD	
8. REMARKS: Plan Number: 86 Description: TEST PRODUCT PLAN FOR FIREWOOD AND TERMS Issue Number: 4801 Purchaser: R1 KOOTENAI CUSTOMER		9. PRINCIPLE: \$10.00 10. INTEREST: 11. ADMINISTRATIVE COSTS: 12. PENALTY: 13. AMOUNT DUE: \$10.00 14. AMOUNT CREDITED: 15. NET AMOUNT DUE: \$10.00	
NOTE: PLEASE SEND ALL CORRESPONDENCE, INQUIRIES, AND CHANGE OF ADDRESS TO: R01 Tst Dist 01 Ranger District 12345 Happy Face Lane Route 66 Missoula, MT 59802 FAILURE TO MAKE PAYMENT BY THE DUE DATE WILL RESULT IN THE ASSESSMENT OF LATE PAYMENT CHARGES (INTEREST, ADMINISTRATIVE COSTS, AND/OR PENALTY CHARGES) IN ACCORDANCE WITH YOUR CONTRACT, PERMIT, OR THE DEBT COLLECTION ACT OF 1982, AS AMENDED. POSTMARKS ARE NOT HONORED.			

